



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1740.2A CH-1

13000

04 NOV 1994

NAS LEMOORE INSTRUCTION 1740.2A CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PERSONAL FINANCIAL MANAGEMENT (PFM) EDUCATION, TRAINING  
AND COUNSELING PROGRAM

Encl: (1) Revised Enclosure (4)

1. Purpose. To issue a change to basic instruction.

2. Action

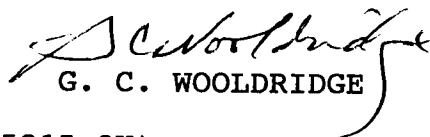
a. Make the following pen and ink changes:

(1) In the reference line insert "(d) Enlisted Transfer Manual (NAVPERS 15909E)."

(2) Change paragraph 5b(6) to read: "Ensure personnel transferring to an overseas duty station or an isolated duty station receive financial screening as directed by reference (d). Renumber subparagraphs 5(b)6 through 5(b)9 as, 7, 8, 9, and 10."

(3) Enclosure (2), paragraph 2f, change to read: "Maintain records of training, overseas screening, counseling conducted and counseling referrals and ensure confidentiality of counseling records."

b. Replace enclosure (4) of basic instruction with enclosure (1) of this transmittal.

  
G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)  
Lists B & E



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IN REPLY REFER TO:

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NAS LEMOORE INSTRUCTION 1740.2A

From: Commanding Officer, Naval Air Station, Lemoore

Subj: PERSONAL FINANCIAL MANAGEMENT (PFM) EDUCATION, TRAINING  
AND COUNSELING PROGRAM

Ref: (a) OPNAVINST 1740.5  
(b) SECNAVINST 5211.5C  
(c) OPNAVINST 1754.1A

Encl: (1) Family Service Center (FSC) PFM Responsibilities  
(2) Command Financial Specialists (CFS) Qualifications  
and Functions  
(3) PFM Core Training Requirements  
(4) Program Activities Report

1. Purpose. To establish a Personal Financial Management (PFM) Education, Training and Counseling Program for NAS Lemoore and local commands that emphasizes personal financial responsibility and accountability by providing basic principles and practices of sound money management, counseling tools and referral services. References (a) through (c) mandate specific actions and/or requirements which are relevant to the PFM program.

2. Cancellation. NASLEMINST 1740.2.

3. Background. Management of personal finances is presenting an increasing challenge to Navy members and their families. For some, the lack of basic consumer skills and training in how to manage finances set the stage for financial difficulty. The prevalence of easy credit, high pressure sales tactics, clever advertising techniques and undisciplined buying have resulted in financial problems for the Navy member and family. In many cases, financial problems have had a serious negative impact on the Navy member and family, as well as a debilitating effect on unit readiness, morale and retention.

3. Discussion. PFM is one of the focal points of the Personnel Excellence Program. The Navy member and the Navy jointly have a responsibility to address financial obligations. Members have an obligation to discharge their just financial debts and meet the financial needs of their families. The Navy is expected to promote sound financial practices, personal integrity and responsibility among its members. The PFM program consists of three major elements: (1) financial education, (2) training and information and (3) counseling. Fundamental financial management

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principles and skills are being introduced at officer and enlisted accession points. They must be reinforced through programs at the command or department level.

4. Applicability. All NAS Lemoore departments and local commands having 25 or more active duty enlisted personnel shall have at least one trained Command Financial Specialist (CFS) to coordinate the program and assist in providing financial information, training and counseling to personnel. Departments or local commands having less than 25 active duty enlisted personnel are encouraged to have a trained CFS.

5. Action

a. The Navy Family Service Center shall:

(1) Designate a coordinator to monitor timely establishment and continuing effective implementation of the program.

(2) Coordinate the effort of local financial counseling resources (Navy-Marine Corps Relief Society, Naval Legal Services Office, etc.) to maximize effectiveness with respect to the PFM program.

(3) Ensure the CFS training course is provided with sufficient frequency and resources to accommodate training requirements of NAS Lemoore and local commands.

(4) Ensure the NAS Lemoore command orientation program includes information on the PFM program and assistance available.

(5) Ensure compliance with all program requirements specified in enclosure (1).

b. Commanding officers, officers in charge, and department heads will:

(1) Except as exempted in paragraph 4, select a minimum of one servicemember as a CFS.

(2) Ensure the CFS meets qualifications criteria specified in enclosure (2).

(3) Ensure the CFS is designated in writing by the commanding officer or officer in charge.

(4) Assign collateral PFM responsibilities to the CFS(s), provide required training and ensure record of CFS designation and course completion are made part of the individual's service record.

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(5) Ensure all personnel who are the subject of a bad check report, letter of indebtedness or other financial mismanagement notice receive mandatory PFM counseling assistance.

(6) Ensure required PFM program training is conducted. Enclosure (3) lists a topic outline of minimum core requirements for department PFM training.

(7) Establish and maintain records between command inspection cycles of PFM education, training and counseling conducted.

(8) Per references (b) and (c), ensure the privacy and confidentiality of all records of PFM counseling done at the command or department.

(9) Ensure CFS completes and returns enclosure (4) to the CFS Coordinator at the FSC monthly.

c. Command Financial Specialist shall:

(1) Normally be a collaterally assigned responsibility.

(2) Perform all functions as the principal advisor on policies and matters related to PFM. Enclosure (2) lists the CFS functions.

  
A. R. GORTHY

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FAMILY SERVICE CENTER (FSC) PERSONAL FINANCIAL MANAGEMENT PROGRAM  
RESPONSIBILITIES

1. The Family Service Center shall assist local commands and area CFSs by serving as the primary resource in developing command financial management information materials and education programs pertaining to the local area. FSC will also:

a. Provide financial education, counseling, information and referral assistance to Navy personnel and their family members requiring or seeking assistance with financial problems.

b. Maintain records, and ensure privacy and confidentiality of all records and information regarding PFM counseling be kept per references (b) and (c).

c. Maintain ongoing liaison with financial institutions located on base to encourage active duty and family member awareness and use of PFM counseling and information services which those institutions are required to provide their members.

d. As a Command Financial Specialist (CFS) Training Site serve as quota manager, training site facility and logistics support coordinator and subject matter resource consultant/assistant for NAS Lemoore and local commands. The FSC will also:

(1) Provide the CFS course of instruction as directed with a minimum of one class per quarter, using the Instructor Guide (NAVPERS 15610) and the Course Training Manual (NAVPERS 15608).

(2) Records will be maintained for at least two years. Required information will be name, rate, SSN and source command of all trainees who successfully complete the CFS course. Documentation will be provided to trainee's command for entry into the individual's service record.

(3) Report the number of classes held and total number of CFSs trained, via the FSC computerized quarterly report, to the program manager.

(4) Submit annually by 30 June a proposed schedule of classes and student number estimate for the next fiscal year to the program manager via the area coordinator.

(5) Have, as a minimum, two trained instructors (E-6 or above or civilian counterpart) of the CFS course at the instructor training site(s) listed in reference (a). An additional person will also be designated as an alternate instructor.

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COMMAND FINANCIAL SPECIALIST QUALIFICATIONS AND FUNCTIONS

1. Qualifications:

a. Will be an E-6 or above. In commands or departments which lack anyone of that seniority, the commanding officer, officer in charge or department head may assign any designee who meets all other criteria.

b. Will be highly motivated.

c. Will have at least one year remaining in the command at the time of course completion.

d. Will successfully complete the CFS Training Course provided by the Navy Family Service Center.

2. Functions:

a. Assist the command/department to establish, organize and administer the PFM program.

b. Disseminate financial management information within the command or department through Plan of the Day notes, newsletters, etc.

c. Maintain current PFM resource books, references and training materials for use in general military training, divisional training and counseling. Maintain liaison with the Navy Family Service Center for updated PFM information.

d. Present PFM training as part of the general military training program and provide divisional training as required.

e. Provide basic PFM counseling to individual members of the command or department as requested.

f. Maintain records of training, counseling conducted and counseling referrals and ensure confidentiality of counseling records.

g. Submit Program Activities Report (enclosure (4)) monthly to the Family Service Center PFM Coordinator.

h. Refer members with serious financial problems to the appropriate resource or agency capable of providing necessary assistance and/or counseling. Maintain contact with the individual and the resource or counseling agency to facilitate progress.

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PFM CORE TRAINING REQUIREMENTS

1. Military Pay and Allowances
2. Direct Deposit System
3. Checking Accounts/Automatic Teller Machines (ATMs)
4. Consumer Fraud, Advertising Gimmicks and other Consumer Rip-offs
5. Personal and Family Budgeting
6. Savings Plans
7. Consumer Credit, Credit Cards and Loans
8. Car Buying Strategies
9. Insurance, Supplementary Health Insurance
10. Legal Issues of PFM
11. Letters of Indebtedness
12. Bankruptcy
13. Pre-Deployment Financial Management

## Command Financial Specialist Training

### Command Financial Education Program Activity

Navy Family Services Center, Lemoore, is evaluating the effectiveness of our Command Financial Specialist training program. This information will be used by Navy Family Services Center only for program improvement. Please indicate with hash marks the number of times per month that you participate in the activities in Section I, encounter the situations Section II, and receive referrals from the sources in Section III.

#### I. Programs

Month: \_\_\_\_\_

1. GMT	
2. Flyers	
3. POD Notes	
4. Ordered/Distributed Consumer literature	
5. Other	

#### II. Financial Counseling Areas Encountered

1. Letter of Indebtedness	
2. Living beyond means	
3. Over extension of credit	
4. Marital difficulties due to disagreement on spending policies	
5. Not experiencing difficulties but want to manage finances more effectively	
6. Advice on single large purchase	
7. Large expenses due to emergencies (i.e., medical, car repairs, etc.	
8. Extra expenses incurred due to PCS	
9. Pay record problems	
10. Single BAQ	
11. Advance Pay	
12. Overseas Screening	
13. Other	

#### III. Sources of Referral

1. Command Master Chief	
2. XO	
3. Chaplain	
4. Disbursing	
5. Legal Officer	
6. Division Officer/LDO	
7. Self Referred	
8. Other	

Name \_\_\_\_\_

Command \_\_\_\_\_